



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

July 7, 2004

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

BUSINESS CONTINUITY PLANNING – STATUS REPORT

On March 4, 2003 your Board authorized the expenditure of \$400,000 to purchase software and consulting services to support the development of a countywide Business Continuity Planning (BCP) program. Your Board requested quarterly reports on the status of the BCP program.

Since our April 1, 2004 status report, we have accomplished the following:

- Consultants from Strohl Systems and staff from the Office of Emergency Management (OEM) conducted training for department BCP Coordinators on BCP practices and Strohl software in April. OEM staff provided follow up training for department personnel that could not attend the original sessions.
- OEM published a web-based survey and distributed it to all departments in early June. Many departments completed their surveys by the end of June and the remaining surveys should be completed by mid July.
- I sent a memo to all county department heads advising them of the importance of completing these surveys in a timely manner.
- OEM has been meeting regularly with the BCP team from the Department of Health Services to formulate a strategy to address the unique challenges of Business Continuity Planning for such a complex department. These meetings have been very productive.

Each Supervisor
July 7, 2004
Page 2

OEM will continue to work with County departments as they complete the Business Impact Analysis surveys. OEM will then hold workshops in July and August to review the results of these surveys and identify critical programs and services for initial plan development.

Questions regarding this report should be directed to Ian Whyte (323) 980-2253 or Bill Butler (323) 980-2258 at OEM.

DEJ:CP
IW:jl

c: Emergency Management Council
 All Department Heads
 Board Emergency Preparedness Deputies
 BCP Advisory Group